

STANDARD FORM 136
MARCH 1960 EDITION
GENERAL SERVICES ADMINISTRATION
REG. 3.1-102.00

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500080002-5
**BIENNIAL SUMMARY
OF RECORDS HOLDINGS**

DEPARTMENT OR AGENCY
0211R000500080002-5

Central Intelligence Agency

TO:

Office of Federal Records Centers
NARS, GSA
National Archives Building

One copy of this report is to be submitted to General Services Administration, National Archives and Records Service, Washington 25, D. C., by each Federal agency within 30 days after the close of Fiscal Year 1960, and every even year thereafter (*See instructions on reverse*).

LOCATION OF RECORDS

VOLUME OF RECORDS ON HAND - END OF FISCAL YEAR (*Cubic feet*)

DEPARTMENT

FIELD

TOTAL

CURRENT FILE ROOMS AND OFFICES

193,274

STAGING, HOLDING, AND OTHER STORAGE AREAS

82,452

TOTAL

275,726

REMARKS (*Agencies may include here data on progress made during the period in disposal, transfer, and scheduling of records*)

1. Approximately 95% of all Agency Records are covered by Records Control Schedules.
2. Approximately 5.2% of all Agency Records are Permanent.

based 43.1% over 1962, Biennial Report.

TITLE

DATE

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5 November 1964

I N S T R U C T I O N S Approved For Release 2005/11/21 : CIA-RDP70-00211R000500080002-5

GENERAL

RECORDS TO BE REPORTED HEREIN, WITH NO DISTINCTION MADE BETWEEN THEM, ARE TO INCLUDE THE FOLLOWING:

1. ALL OF THE RECORDS OF THE REPORTING AGENCY;
2. RECORDS HELD AT THE SITE FOR GAO AUDIT; AND
3. OFFICIAL PERSONNEL FOLDERS (LEGALLY RECORDS OF THE CIVIL SERVICE COMMISSION) IN THE CUSTODY OF THE REPORTING AGENCY.

NONRECORD MATERIAL (AS DEFINED IN THE RECORDS DISPOSAL ACT OF JULY 7, 1948, AS AMENDED) IS TO BE INCLUDED IN VOLUME REPORTED IF THE REPORTING AGENCY'S PRACTICE CALLS FOR STATISTICS ON THIS TYPE OF MATERIAL.

NO VOLUME SHOULD BE INCLUDED FOR AGENCY RECORDS CENTERS OPERATED BY THE REPORTING AGENCY IN ACCORDANCE WITH GSA REGULATIONS 3-IV-401.01, AND 3-IV-401.03A, BECAUSE THEY SUBMIT SEPARATE REPORTS ON STANDARD FORM 137, AGENCY RECORDS CENTER ANNUAL REPORT. (SEE GSA REGULATION 3-IV-401.04.) NO VOLUME SHOULD BE REPORTED FOR FEDERAL RECORDS CENTERS WHICH REPORT SEPARATELY.

DEFINITIONS

"DEPARTMENTAL" MEANS THE HEADQUARTERS OFFICE OF THE REPORTING AGENCY, AS CONTRASTED TO ITS FIELD ACTIVITIES, BUT EXCLUDES AGENCY RECORDS CENTERS.

"FIELD" MEANS THE REPORTING AGENCY'S OFFICES OTHER THAN THE HEADQUARTERS OFFICE AND AGENCY RECORDS CENTERS.

"STAGING, HOLDING AND OTHER STORAGE AREAS" MEANS AREAS AT DEPARTMENTAL OR FIELD LOCATIONS FORMALLY DESIGNATED FOR STAGING AND HOLDING PURPOSES, AS WELL AS ALL OTHER STORAGE AREAS EXCEPT CURRENT FILE ROOMS AND OFFICES, AGENCY RECORDS CENTERS, AND FEDERAL RECORDS CENTERS.

EQUIVALENTS

FOR THE PURPOSE OF THIS REPORT, VOLUME MAY BE CALCULATED ACCORDING TO THE FOLLOWING TABLE OF CUBIC FOOT EQUIVALENTS:

FILING CABINETS		FILING CASES			TABULATING CARDS	OUTSIZED EQUIPMENT
LETTER	LEGAL	3x5	4x6	5x8		
1 1/2	2	1/10	1/4	1/4	1	INSIDE CUBIC MEASUREMENT
PER DRAWER		PER 12" DRAWER			PER 10,000	

Records Mgmt. 1-4-2
Special Reports

TRANSMITTAL SLIP		DATE 5 November 1964
TO: Herbert Angel		
ROOM NO. 104	BUILDING National Archives	
REMARKS: Herb: Attached is a Biennial Summary of Records Holdings. There are no security restrictions on this data but the Agency does not want it publicized. Sorry I am a little late in getting this in. 15/ [Redacted] CIA Records Administration Officer		
FROM:		
ROOM NO.	BUILDING	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

RAS Copy

Records Mgmt. 1-4-2
Special Rpts

TRANSMITTAL SLIP		DATE 8 February 1965
TO: Charles Sternman		
ROOM NO. 13 W	BUILDING National Archives STOP 220	
REMARKS: Charlie: Attached is a reproduced copy of the Report that I sent to Herb Angel 5 November 1964. 15/ [Redacted] CIA Records Administration Officer		
FROM:		
ROOM NO.	BUILDING Washington, D.C. 20505	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

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